

# Administrative Procedures Yearly Calendar 2023

## • January

- January 09<sup>th</sup> Open Meetings Resolution
- January 23<sup>rd</sup> Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
- January 23<sup>rd</sup> 2nd Quarter Financial Report to DFA
- January 12<sup>th</sup> deadline, Capital Outlay requests to Legislature, online application, must be congruent with ICIP that was filed in September
- January 17<sup>th</sup> Legislative Session Starts
  - Present Capital Outlay Requests to Legislators Deadline January 12, 2023
- *January 30, Deadline to request early voting location from the County*
- Compile and average revenue predictions for FY 2024 Budget
- First payment on Mill Levy for Municipal Operational from Valencia County Treasurer
- (CPMS) Capital Project Monitoring System, online report to DFA due last day of the month each and every month
- Track GRT revenue reports
  - GRT funding monthly
  - 455 Reports every 2 months

## • February

- February 7<sup>th</sup> Valencia County Administrators Group (VCAG) – Los Lunas
- February 13<sup>th</sup> Budget Calendar to Council
- February 16<sup>th</sup> NMML Municipal Day Reception, Santa Fe, La Fonda Hotel
- February 17<sup>th</sup> NMML Municipal Day, Santa Fe, La Fonda Hotel
- February 14<sup>th</sup> establish Transportation Committees, Albuquerque Metropolitan Transportation Plan, (MRCOG) Mid Region Council of Governments, managing fiscal agent
  - TCC Transportation Coordinating Committee 1<sup>st</sup> Friday monthly
  - MTB Metropolitan Transportation Board 3<sup>rd</sup> Friday monthly
  - RMRTD Rio Metro Regional Transit District 3<sup>rd</sup> Friday Monthly
  - NMDOT every other month Belen City Hall
- February 21<sup>st</sup> VALEO Valencia Association of Local Officials, 6:00 pm, Los Lunas
- February 16<sup>th</sup> Department head meeting on Budget request
- February TBD LEPF Application sent out to municipality
- February TBD Deadline for DFA determination of CDBG Compliance
- NMDOT Commission meeting
- Review year end Valencia Regional Emergency Control Center (VRECC) reports
- Meeting to start the NMDOT Co-op, LGRF and MAP grant(s) – City Manager to arrange
- Compile and average revenue predictions for next FY 2024 Budget
- February 28<sup>th</sup> Personnel/evaluations, to Manager for yearly reviews for FY Budget consideration in July

## • March

- March 3<sup>rd</sup> Department heads consolidate and submit budget requests
- March 6<sup>th</sup> – 8<sup>th</sup> Deadline for Department heads consolidate and submit budget requests
  - Finance

- Clerk
    - Administrative/Manager
    - Public Works
    - Rio Communities Fire Department
    - Municipal Court
    - VRECC Contract
    - Valencia County Sheriff
    - Valencia County Continuation of Services Agreement
  - March 10 Districts Meeting – All Districts (virtual) (8)
  - March 18<sup>th</sup> Legislative Session Adjourns
  - March TBD Submit completed NMDOT CO-OP Road Improvement, LGRF, Map grant(s) application
  - CDBG Grant Application Workshop (TBD)
  - Submit CDBG Grant application (TBD)
  - March 31 Submit Law Enforcement Protection Fund (LEPF) Application
  - Negotiate and sign Valencia County Continuation of Services Agreement
    - Animal Control
    - Addressing
  - Negotiate VC Sheriff's Agreement and sign prior to LEPF application
  - Small Cities Assistance Fund revenue is dispersed to municipalities
- **April**
    - April 4<sup>th</sup> Valencia County Administrators Group (VCAG) – Los Lunas
    - April 3<sup>rd</sup> Budget draft presentation ready
    - April 5<sup>th</sup> Special Workshop Budget 6:00 pm. City Council Chambers
    - April 11<sup>th</sup> District Meetings - Virtual
    - April 17<sup>th</sup> Budget Hearing \_\_\_ pm. City Council Chambers
    - April 24<sup>th</sup> Extra budget hearing (if Needed)
    - Present Rough Draft FY Budget to Council/Mayor
    - April 19-21 CFOA Certification Workshop – Embassy Suites, Albuquerque
    - April TBD Municipal Officials Leadership Institute (MOLI) Training, TBD
    - TBD Municipal Librarians Assn. Meeting / NM Library Association conference
    - TBD NMML District Elections – Odd Numbered Districts
    - April TBD Family Health Fair
    - 3<sup>rd</sup> Quarter Reports to DFA
  - **May**
    - May 3<sup>rd</sup> – 5<sup>th</sup> Municipal Judges Professional Development Conference, Sheraton Albuquerque Uptown
    - May 3<sup>rd</sup> – 5<sup>th</sup> NMLZO Semi-Annual Meeting – Marriott Hotel (Louisiana), Albuquerque
    - May 8<sup>th</sup>, Council Approval of interim budget (tentative)
    - May 14<sup>th</sup> – 17<sup>th</sup> IIMC (municipal Clerk) Annual Conference – Minneapolis, MN
    - May 16<sup>th</sup> VALEO Valencia Association of Local Officials, 6:00 pm Belen
    - May 18<sup>th</sup>, Interim Budget submittal to DFA (tentative)
    - May 21<sup>st</sup> – 24<sup>th</sup> National GFOA Annual Conference – Portland, OR
    - May 31<sup>st</sup> Written notice mailed to member municipalities soliciting nominations for NMML Board

- Approve final BAR, Budget Adjustment Resolutions for current FY 2023 as needed
- **June**
  - June 1 Interim FY 2024 Budget to DFA/LGD - deadline
  - *June 5 – July 5 Notify County Clerk of all local government positions to be filled at next Regular Local Election*
  - June 6 Valencia County Administrators Group (VCAG) – Bosque Farms
  - June TBD NM City Management Association Conference – Ruidoso Convention Center – MCM Elegante
  - June 24<sup>th</sup> Policy Committee Meeting – TBD
  - June 29<sup>th</sup> Letter Declaring candidacy for NMML Board Must be received at the NMML office
  - June 30 In absence of any NMML Nomination/Declaration of candidacy the League President appoints a Nominating Committee
  - Governing Body approve end-of-year budget adjustments current year
- **July**
  - *No later than July TBD County Clerk to notify SOS of all position to be filled at the regular local election*
  - July TBD NM Municipal Court Conference
  - July 5<sup>th</sup> Report of Declared NMML Board Candidates sent to all members
  - July 11 Begin Infrastructure Capital Improvement Plan
  - July 22 Resolutions Committee Meeting – Marriott Hotel (Louisiana Blvd), Albuquerque
  - July 24<sup>th</sup>, BAR, Final Quarter and Budget Resolutions Council approval
  - July 24<sup>th</sup> Capital Improvement Plan (ICIP) Public Hearings Hold 2025 -2029 ICIP Public Hearings and compile for August submittal deadline (**note for 2023\* approve ICIP resolution on the 7<sup>th</sup> of August**)
    - Use Comprehensive Plan as outline
  - July 27<sup>th</sup> Final Quarter Reports FY 24 and Final Budget submitted to DFA
  - July 30<sup>st</sup> Deadline to submit to DFA/LGD
  - *June 30 Deadline for Municipalities to OPT-IN (if have not already done so)*
  - *June 30 Deadline to notify SOS of Run Off Elections*
- **August**
  - August 1<sup>st</sup> Valencia County Administrators Group (VCAG) – Rio Communities
  - *August TBD SOS issues proclamation for Local Election*
  - *No later than August TBD County Clerk shall post the location and hours of operation for early voting locations in the county*
  - August 7<sup>th</sup> approve ICIP resolution
  - August 15<sup>th</sup> VALEO Valencia Association of Local Officials, Rio Communities 6:00 pm
  - “Meet Your Legislator Day” Rio Communities (3<sup>rd</sup> Wednesday of September – notification letters go out to legislators)
  - *No later than August TBD County Clerks Post Election Proclamation on the Clerk’s website and publish relevant sections in local newspapers*
  - Finance Department compile paperwork for upcoming annual audit
  - August 30<sup>th</sup> - September 1 NMML Annual Conference – Farmington Civic Center

- August 31<sup>st</sup> Election of Officers and at-large directors at NMML Annual Conference in Clovis  
Nominations from the floor may be made then
- *August TBD, Local government must adopt any ordinances and/or resolutions to establish ballot questions*
- *August TBD Candidate filing day for local election with County Clerk*
- *August TBD Ballot Question Certification: each county clerk shall certify the local government ballot question to the secretary of state*
- *August TBD Write-in Candidate Filing Day*
- *August TBD last day for candidates to withdraw*
- **September**
  - *September TBD Notify Candidates of Qualification for Appearance on the Ballot*
  - *September TBD Ballot Certified shall be sent to the ballot printer*
  - DFA/LGD Final FY 2023 Budget approval 1<sup>st</sup> Monday
  - Certification of tax rates to County through DFA/LGD
  - Prior FY 2023 Audit begins
  - September 13<sup>th</sup> – 15<sup>th</sup> NMLZO Annual Meeting – Ruidoso Convention Center
  - September 20<sup>th</sup> “Meet Your Legislator Day” Rio Communities
  - September 27<sup>th</sup> – October 1<sup>st</sup> ICMA (manager) Annual Conference – La Quinta, California
  - September 28<sup>th</sup> – October 1<sup>st</sup> NM Fire Service Conference – Ruidoso Convention Center
  - *September TBD transmission of unvoted military – overseas ballot to federal qualified electors*
  - *September TBD no later than September 23 Deadline for County Clerks to have printed ballots*
  - *September TBD Election Board Appointment*
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- **October**
  - October 3<sup>rd</sup> Valencia County Administrators Group (VCAG) – Belen
  - October TBD Health Fair – Rio Communities
  - October 1<sup>st</sup> – 4<sup>th</sup> ICMA International City/County Management Association Annual Conference – Austin, TX
  - *October TBD Voter registration closes for the regular local election (this is applicable only to mail-in or online registration application)*
  - *Same Day Registration upon approval (which has yet to occur) there is pending legislation*
  - *October TBD Absentee Voting / Early voting begins (county clerk’s office)*
  - October 15<sup>th</sup> – 20<sup>th</sup> Clerks Certification Institute – Drury Plaza Hotel, Santa Fe
  - October 18<sup>th</sup> – 20<sup>th</sup> Master Municipal Clerks Academy – Drury Plaza Hotel, Santa Fe
  - *No earlier than October TBD and No later than October TBD at least once a Notice of Election published*
  - *October TBD Early voting begins at alternative sites*
  - October 25<sup>th</sup> – 27<sup>th</sup> Infrastructure Conference – TBD
  - *October TBD absentee application deadlines – timely received (for domestic & FQE transmissions by mail)*
  - *October TBD absentee application deadlines – timely received (for FQE electronic transmission)*
  - Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
  - *No later than October TBD Deadline for candidates to submit list of watchers to County Clerk*

- 1<sup>st</sup> Quarter Reports to DFA
- **November**
  - *November 4<sup>th</sup> Early voting ends*
  - *November 7<sup>th</sup> Local Election Day*
  - *Beginning November 13<sup>th</sup> and no later than November 17<sup>th</sup> County Clerk to complete canvass and issue certification of canvass of the results of the election*
  - November 21<sup>st</sup> VALEO Valencia Association of Local Officials, 6:00 pm Valencia County
  - *November 28<sup>th</sup> State Canvass Board Canvass*
  - *November 29<sup>th</sup> SOS to issue Certification of Election to Candidates and certify questions*
  - November 29<sup>th</sup> – December 1<sup>st</sup> NMGFOA Winter Conference – Marriott Hotel (Louisiana Blvd), Albuquerque
  - November 29<sup>th</sup> - December 1<sup>st</sup> NM City Management Association – Marriott Hotel (Louisiana Blvd), Albuquerque
  - CDBG Public Hearings (set dates) for project input Dec. – Jan (3 minimum)
  - November TBD MOLI Leadership Program TBD
  - November TBD DFA/Local Government Division Budget Workshop (virtual)
  - P & Z Present Comprehensive Plan and adjustments to the Governing Body
- **December**
  - December 5<sup>th</sup> – 8<sup>th</sup> NM Law Enforcement Conference – Embassy Suites, Albuquerque
  - December 5<sup>th</sup> Valencia County Administrators Group (VCAG) - Los Lunas
  - December 15<sup>th</sup> Business License renewal letters go out (clerk's office) with Jan. 01 tax rate specified
  - Set monthly cleanup dates 2024
  - Approve 2024 Official holidays
  - *Before January 1, 2023, the candidate to whom a certificate of election has been issued shall take the oath of office before entering upon the duties of office*
- **January**
  - *January 1, 2024 Date Candidate takes office when elected in the regular local election*

